

JOINT MEETING OF ADMINISTRATION COMMITTEE/LABOR RELATIONS & EMPLOYEE SERVICES COMMITTEE

August 13, 2018

Minutes

Committee members present: Chairman Dave Hintz, Robb Jensen, Bob Mott and Billy Fried.

Committee members absent: Ted Cushing

Call to order: Chairman Hintz called the meeting to order at 9:00 a.m. in Committee Room Two of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Approve agenda: Motion by Mott/Fried to approve today's agenda with the order of items at the Chair's discretion. All aye; motion carried.

Approve minutes: Motion by Fried/Jensen to approve the minutes of 7/10/2018 with changes as discussed. All aye; motion carried.

Out-of-state / out-of-county travel request(s)

Health Department – Lindsey Brost, 9/24/2018-9/27/2018, New Orleans, LA – Linda Conlon was present and explained the out-of-state travel request. Annual national WIC and Breastfeeding conference. All travel, lodging and meals have been paid for through a scholarship. Motion by Fried/Mott to accept the out-of-state travel request for Lindsey Brost. All aye; motion carried.

Forestry Committee – Eagle Mine, Upper Michigan – Bilogan stated that they are looking at going to the Eagle Mine in Upper Michigan at the end of September or early October. Bilogan reported that the cost will be one overnight stay for all attendees, travel and meals. Discussion regarding whether this is appropriate at this time, who needs to attend and where the funding will come from. At this time it would be John Bilogan and Mike Fugle attending and the full committee would need to go through the County Board for approval. Motion by Jensen/Hintz to approve the Forestry request to have John Bilogan and a representative from Corporation Counsel to attend a tour of the Eagle Mine. Discussion regarding the cost and where that funding is coming from. All aye; motion carried.

Treasurer – Kris Ostermann, WI County Treasurers Fall Conference, Vilas County, 10/16/2018-10/19/2018. Motion by Jensen/Mott to approve Ostermann to attend the WI County Treasurers Fall Conference in Vilas County 10/16/2018-10/19/2018. All aye; motion carried.

ITS Department – Fall GIPAW (Government Information Processing Associates of Wisconsin) Conference, Eau Claire, WI, 9/27/2018-9/28/2018. Rhodes stated that he is looking at sending Julie Allen and one other staff member. Motion by Mott/Jensen to attend the attending of up to two members of ITS to the fall GIPAW Conference. All aye; motion carried.

County Clerk's Office – Tracy Hartman, Wisconsin Counties Association annual conference, 9/23/2018-9/25/2018. Motion by Mott/Hintz to approve Tracy Hartman to attend the WCA annual conference. All aye; motion carried.

Resolution to join class action suit against U.S. government to re-coup money owed for underpayment of Payment in Lieu of Taxes – Desmond reported that in 2015, 2016 and

2017 the government had an error in the Payment in Lieu of Taxes and Oneida County was invited to take part in the class action lawsuit. Desmond stated that there will not be any cost to the County. The attorneys will take a portion of the money recouped and the County will get the remainder. Motion by Mott/Fried to approve the resolution to join the class action lawsuit for money owed for underpayment on Payment in Lieu of Taxes and go to full County Board. Discussion regarding the class action lawsuit. All aye; motion carried.

Resolution to purchase a new Land Records Management system for Register of Deed's in 2018 – Kyle Franson gave an explanation of the new Land Records Management System and what that system is used for. This was originally looked at as a 2019 CIP project, however, completing it in 2018 will save money and ITS will have the time in 2018 to implement this project. Franson reported that they have half of the funding for the project in their budget and the remainder would come from the General Fund. Hintz reported that the resolution would require 2/3 majority vote at the County Board. Motion by Fried/Jensen to approve the resolution from the Register of Deeds Land Records Management System and forward it onto the full County Board. All aye; motion carried.

Sale of Expera and Oneida County Loan – Hintz reported that he had a call from the Expera plant manager to discuss the sale. Hintz stated that this will not impact the loan and this appears to be a favorable thing for Oneida County. A larger company has purchased Expera and there is the possibility for expansion. Discussion regarding the sale.

Treasurer and ITS Department 2019 Capital Improvement Project – Real property listing, tax application, permitting and sanitary hardware/software replacement – Ostermann and Rhodes were present to describe the project. Ostermann reported that this is to replace the AS400 for all of the programs that currently run under AS400. Rhodes reported that this will take place over the next five years. Discussion regarding AS400, why that isn't supported and moving to a windows based system. Motion by Jensen/Mott to approve the 2019 Capital Improvement Project for real property listing, tax application, permitting and sanitary hardware/software replacement and forward it onto the Capital Improvement Committee for their review. Discussion regarding the timing/cost of the project and how that will work integrating all of the systems. All aye; motion carried.

ITS 2019 Capital Improvement Submissions – Rhodes presented the CIP projects being proposed by ITS. In order of importance the projects are:

- 1) Upgrade backup recovery system and storage for \$48,522.00
- 2) Upgrade Network Infrastructure County Wide Phase 1
- 3) Server Upgrade – replacing 6 of the oldest servers
- 4) Replace the MDCs and Laptops in all Sheriff's vehicles
- 5) Equipment refresh – 7 year replacement cycle for PCs
- 6) Redundant Internet Connection (second/backup internet connection at the LEC)

Discussion regarding the projects, the importance and other options to complete the projects. Motion by Hintz/Fried to pass on the 6 projects to the Capital Improvement projects for their consideration. All aye; motion carried.

Finance Department 2019 Capital Improvement Program Project Request – Smith presented a CIP for electronic reporting package, accounting software replacement. Smith reported that there are four different programs that are currently used and in the future they would be looking at an integrated accounting software. This will be looked at within the next 5

years. Motion by Jensen/Mott to approve the Capital Improvement Project as presented and forward onto the Capital Improvement Committee. All aye; motion carried.

Vouchers, reports, purchase orders, line item transfers and updates:

ITS

- Motion by Mott/Jensen to approve the ITS vouchers and blanket purchase orders as presented by ITS. All aye; motion carried.
- AS400 Equipment Refresh and Emergency Notification System line item transfer from continuing appropriations - Rhodes presented line item transfers to come from continuing appropriations. Motion by Jensen/Mott to approve the line item transfers as presented. All aye; motion carried.
- ITS Planning update – Rhodes gave the planning update for the last month.

Treasurer

- IN REM Property review – Ostermann reported that they go to Court on August 20, 2018 to finish the 2017 IN REM foreclosures. Ostermann presented a list of properties that they are recommending the County take for foreclosure. Motion by Jensen/Hintz to approve the REM Property review as updated and proceed. All aye; motion carried.
- June and July Statement(s) of cash – Ostermann presented and explained the statement of cash reports.
- Open bids IN REM Title Work – Ostermann reported that they received one bid for IN REM Title work from Shoreline Title. The bid is \$68 per parcel. Motion by Hintz/Fried to accept the bid from Shoreland Title. All aye; motion carried.
- Motion by Mott/Hintz to approve the vouchers as presented by the Treasurer's office. All aye; motion carried.

Finance

- Smith presented the committee with line item transfers for legal services and accrued PTO payout. Motion by Mott/Jensen to approve the blanket vouchers as presented. All aye; motion carried.
- Smith presented two line-item transfers from the Sheriff's office for the funding of the mechanic and the increases to the Chief Deputy positions. Motion by Hintz/Mott to approve the line item transfers as presented. All aye; motion carried.
- General Investments Report – June – Discussion regarding the general investment report.
- Review of 2017/2018 Contingency Budget – Smith explained the contingency budget and gave an update on how things look.
- 2018 Vacancy Budget Update – Smith reported that \$225,000 was budgeted and after 1st and 2nd quarter the budget has already been funded.
- 2019 Budget and Capital Improvement Program Update – Smith gave an update on the budget process and CIP update.

County Clerk

- Motion by Jensen/Mott to approve the County Clerk vouchers as presented. All aye; motion carried.

Public comment/communications: None

Dates and items for future agenda/meetings: The next administration committee meeting will be held on September 11, 2018 at 9:30 a.m. Future topics: Tri-County/Tribal Controlled Substance Update.

Adjourn

Motion Mott/Fried to adjourn at 11:58 a.m. All aye; motion carried.

Respectfully submitted,

Tracy Hartman, Recording Secretary
Oneida County Clerk

David Hintz, Chair

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